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II. D, E, F, G, H.

Ops School courses at of

1 October 1954

MEMORANDUM FOR: Training Officers (for distribution)

SUBJECT: Long-Term Schedule of Courses

1. The attached schedule of courses extends the long-term schedules now in effect through July 1955. Any changes in the previously announced dates are identified by underscoring.

2. Announcement of new courses or major changes in the program of existing courses will be made by individual memoranda. However, separate announcements will not be made for repeated offerings of existing courses. Pertinent data for these are included in subsequent paragraphs on briefings, required or recommended reading, pre-testing, and closing dates.

### 3. BRIEFINGS

a. Students enrolled in a course given entirely at an OTR classified training site will receive a detailed briefing and processing information on the Wednesday morning preceding the opening date of the course. Specific information is given each student by the OTR Registrar, through established channels.

b. Students enrolled in courses initiated at Headquarters, but given in part at a classified site, will be briefed after the start of the course.

c. After attending one student briefing it will be unnecessary for the student to attend a subsequent briefing by OTR Headquarters personnel for other training courses to be initiated within 60 days. It is imperative, however, that each student enrolled for training at the classified site be cautioned about revealing to unauthorized persons (1) the locality in which he will be or has been, (2) the true reason for his absence from Washington.

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JOB NO.        BOX NO.        FLD NO.        DOC NO. 16 NO CHANGE  
IN CLASS/ DECLASS/ CLASS CHANGED TO: TS S C RET. JUST. 22  
NEXT REV DATE 09 REV DATE 28/12/79 REVIEWER 02922 TYPE DOC. 02  
NO. PGS 6 CREATION DATE 1 ORG COMP 11 OPL 11 ORG CLASS S  
REV CLASS C REV COORD.        AUTH: HR 78-3

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#### 4. REQUIRED READING

a. Required preliminary reading for the World Communism Course should be picked up by each student at least one week prior to the beginning of the course. This reading material is unclassified; it can be obtained from Room 109, [REDACTED]

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b. Students enrolled for courses in Staybehind Operations or Counterespionage are urged to familiarize themselves with certain reading material available in Room 109, [REDACTED]. The Staybehind reading material is classified; material preliminary to the Counterespionage Course is unclassified.

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#### 5. PRE-TESTING

a. Students accepted for the Basic Orientation, Clandestine Methods and Techniques, and Administrative Procedures Courses are required to take the one-day pre-testing program, if they have not already done so. This program is administered by the A&E Staff/OTR and may be taken on any Friday prior to the beginning of the course. Students who have not been tested will not be admitted to the above courses. Appointments should be made in advance with [REDACTED] Training Officers should ensure that students report by 0845 to Room 106, R&S Building.

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b. Students enrolled in the Clerical Refresher Courses should report for testing to Wing C, Alcott Hall, second floor, on the Thursday prior to the beginning of the course. Testing is scheduled as follows: Typing--0900; Shorthand--1000; Grammar Review, and Punctuation and Capitalization--1100.

c. Testing for the Advanced Reading Improvement and French Reading Improvement Courses will be given at 1330 in Wing D, Alcott Hall, second floor, on the Wednesday prior to the beginning of the course.

#### 6. CLOSING DATES FOR ENROLLMENTS

a. Except for the Basic Orientation and Scientific Intelligence Courses, enrollments for all courses presented in Washington will be closed at 1700 hours on the Monday preceding the opening date of the course. For the Basic Orientation Course, enrollments will remain open until the close of business on the preceding Wednesday to accommodate new EOD personnel only. Registration for the Scientific Intelligence Course will be closed at 1700 hours on the second Wednesday preceding the opening date of the course.

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b. Enrollments for courses presented at the classified site will be closed at 1700 hours on the third Friday preceding the opening date. Because it is necessary to permit the Security Office sufficient working days for processing, when holidays intervene enrollments will close eleven working days preceding the opening date.

7. Form 73 (formerly 51-1) should be used to enroll students in any of the courses listed on the attached pages. Inquiries regarding the attached schedule or the items in this memorandum should be handled through established channels to the OTR Registrar, Room 17 in [REDACTED]

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[REDACTED]  
MATTHEW BAIRD

Director of Training

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Attachment

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